



K Screen Update

July 24, 2015

2015-16 K Screen, Update 4

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Dates to Remember:

September 30 – submit all waiver forms to Melody Cooper

October 15 – new deadline for data entry

K Screen Links:

Common Kindergarten Entry Screener, KDE

Information on the K Screen, plus forms and previous updates.

Brigance OMS
Login screen for users in the OMS.

Open House Data, KDE
Released K Screen statewide results

Curriculum Associates Training Site, Kentucky
Access to online training videos regarding the Online Management System

Brigance Online Management System (OMS)

The new OMS account for the 2015-16 school year is ready to access at OMS.Brigance.com. Login credentials from last year will not work. Instead, users must click "Forgot password," then enter their district e-mail address in both the user name and district e-mail address boxes. The system will send an automated response with a temporary password. During the initial log in, it is recommended that users set a customized password. If the user name and e-mail address are not recognized by the system, the district employee should contact a building or district administrator who can add users and grant access to the OMS.

When district and school administrators log in, district administrators should see schools, classes and students; building level administrators will see only classes and students. If classes or users are missing, please refer to the [OMS Training Site](#) to access the appropriate instructional videos before making additions. When setting up a new class, remember that the "School/Class ID" must be the kindergarten teacher's district e-mail address. When classes are set up correctly, students will automatically populate into classes every week as they are enrolled.

Every Wednesday, students who were enrolled in Infinite Campus (IC) by the previous Friday afternoon will be accessible in the OMS. Students cannot be entered into the OMS manually. If students are missing, check the following common issues in IC:

- Is the student a first time kindergartner? If the student has a previous "00" enrollment, he or she will not show up in the OMS.
- Is the student's date of birth entered correctly? If the birth year was inadvertently entered as the current year (this happens quite often), the student may show up in the OMS, but screening data cannot be entered because his or her age would not be applicable to screening.
- Was a space inadvertently entered before or after the student's first or last name? If the space bar was tapped within the name fields, the student will not show up in the OMS.
- Are suffixes, such as Jr., entered in the suffix field in IC? If the suffix is entered in the last name field, the student will not show up in the OMS.

Making corrections in IC should allow students to show up in the OMS after the next system update. If students are still missing after the first two weeks of school, contact Melody Cooper for assistance.

Prior Setting Data

More than 95 percent of students screened last year had at least one prior setting entry in IC. Thank you for your hard work on this! Remember the following when entering prior setting data into IC:

- Districts where state-funded preschool is blended with Head Start must ensure that the pre-school/Head Start students from the previous year have at least TWO prior setting entries: one for preschool and one for Head Start.

Media Portal,
KDE

[Link to the April 27
webcast for experienced
district trainers](#)

[Link to the prior setting
data entry instructional
video](#)

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Programs use this data when identifying strengths and opportunities for improvement. Accurate reporting leads to reliable data.

- Prior setting information may be collected at any time, not just during the screening window. When gathering the information from families, address questions as soon as possible.
- Enter every prior setting a student attended for the year prior to kindergarten. If the start date is unknown, enter the date one year prior to the first day of school.
- Prior setting data must be entered into IC within 15 instructional days after the district screening window closes, with a final deadline of October 15.

Detailed instructions for entering prior setting data are **attached** to this message in PowerPoint format; an [instructional video](#) is located on the KDE Media Portal.

Screening Basics

As you prepare for the screening process, please review these basic reminders:

- The Brigance Early Childhood Screen III, K & 1 must be administered to each incoming kindergartner during the screening window.
- Screening windows vary by district, based on the first instructional day of school. The window starts 15 calendar days before the first day and continues through the first 30 instructional days of school.
- Self-help and Social-Emotional Surveys are part of the screening process. Families should complete and return the form during the screening window. If families do not return the form, teachers may complete the form to the best of their ability within the screening window. Every item on the Self-help and Social-Emotional Survey must be complete. The surveys are **attached** to this message and available under the resources tab in the OMS.
- All data entry must be complete within 15 instructional days after the screening window closes, and no later than October 15. This includes:
 - Core Assessment data in the OMS
 - Self-help and Social-Emotional Scales data in the OMS
 - Prior Setting data in IC

Waiver Forms

[Kentucky Administrative Regulation 704 5:070](#) states that "each school district shall administer the common kindergarten entry screener to each student entering kindergarten...." In the event of extraordinary or medical circumstances that prevent a child from completing the screening process, waiver forms are available. The forms are **attached** to this message and, if applicable, must be completed and returned to Melody Cooper by September 30.
